

Homeowner Application Checklist

To Get Started

This application checklist is for homeowners. If you rent the property, see Tenant/Renter Application Checklist.

To complete your online application for the Colorado Home Energy Rebate Program, you must upload the following documents:

1. Photo ID
2. Proof you currently own the property
3. Proof you currently live at the property
4. Proof of household income - for income-qualified rebate amounts

This checklist details which documents are accepted for each item.

Your application will not be approved or processed unless you include all required documents, a working telephone number, and an email address.

For help with your application, contact our Help Center toll-free at +1 (866) 336-0016, Monday through Friday, 9:00 AM to 5:00 PM Mountain Time (MT).

1. Photo ID

All applicants must **upload a copy of your photo ID**. Expired IDs will not be accepted.

Accepted Forms of ID:

- State driver's license
- State ID card
- U.S. passport book or card
- U.S. permanent residency card
- Native American Tribal document
- U.S. Common Access Card (CAC)
- U.S. Coast Guard Merchant Mariner Card (MMC)

2. Proof You Currently Own the Property

Homeowners must prove they currently own the Colorado property where the upgrades will be made (project address).

Upload one of the following documents. The name and address on the document must match your application.

Accepted Homeownership Documents:

- Property deed
- Property tax bill, statement, or record - issued for the current tax year
- Current homeowner's insurance policy or premium bill
- HUD-1 Settlement Statement
- Will, affidavit, or heirship (with the death certificate) naming the owner of the property
- Mortgage statement, escrow statement, or payment coupon - from the past 3 months

□ 3. Proof of Address

Homeowners may only apply for their primary residence.

Upload one of the following documents. The name and address on the document must match your application.

Accepted Proof of Address Documents:

- **Utility Bill**
 - **Utility bill** - from the past 3 months (e.g., water, gas, delivered fuel, sewer, cable, satellite TV, internet, phone, garbage collection, etc.)
- **Mail**
 - **U.S. Postal Service (USPS) first-class mail from a government department or agency, financial institution, or healthcare provider** - from the past 3 months
- **Motor Vehicle Information**
 - **Current motor vehicle registration or title**
 - **Current motor insurance policy or card**
- **Government-Issued Document** - from the past 3 months
 - **Benefits letter**
 - **Tax return or refund check**
 - **Colorado voter registration card**
 - **Jury summons**
 - **Current firearm license**
 - **U.S. Postal Service (USPS) change of address confirmation (CNL-107)**
 - **Military discharge benefit letter (DD-214)**
 - **Unemployment benefits letter**
 - **Military, pension, or retirement benefits letter**

- **Social Security benefits letter** for Retirement, Social Security Disability Insurance (SSDI), Survivor, Family, or Supplemental Security Income (SSI) benefits
- **Worker’s compensation benefits letter**
- **Employer Information**
 - **W-2 or 1099** - from the past 3 months
 - **Wage statement or paystub** - from the past 3 months

4. Proof of Household Income

Income-qualified rebate amounts will be issued to households that provide proof of qualifying household income. To qualify, you must provide proof of your household’s income by selecting one of these two options:

Option 1: Show Your Household is Currently Enrolled in an Approved Program

Upload a benefit letter that proves that someone in the household is currently enrolled in one of the main programs below. The letter must be valid and not expired. The name and address on the benefit letter must match a household member in your application and show current enrollment.

Main Approved Programs:

- Low Income Home Energy Assistance Program (LEAP)
- Medicaid
- Supplemental Nutrition Assistance Program (SNAP)

If no one in your household is enrolled in any of the programs listed above, **upload a benefit letter that proves that someone in the household is currently enrolled in one of the other programs below.** The letter must be valid and not expired as of the

date of application submission. The name and address on the benefit letter must match a household member in your application and show current enrollment.

Other Approved Programs:

- Head Start
- Lifeline Support for Affordable Communications (Lifeline)
- Food Distribution Program on Indian Reservations (FDPIR)
- National School Lunch Program - Free (NSLP)
- Housing Improvement Program (HIP)
- Supplemental Security Income (SSI)
- Aid to the Blind (AB)
- Aid to the Needy Disabled (AND)
- Old Age Pension (OAP)

Option 2: Provide Income Documents

If no one in your household is enrolled in any of the programs listed in Option 1, **upload documents that show all income for each person in your household who is 18 years or older.**

Household income is all taxable money that someone in your home earns and must report, as defined by the U.S. Internal Revenue Service (IRS).

Your application will not be approved or processed unless you include all income information for every adult in your household.

Accepted Income Documents:

- **IRS Form 1040** - complete copies of pages 1 and 2 of the 1040 filed for the most recent tax year
- **IRS Form W-2** - all W-2s issued for the most recent tax year
- **IRS Form 1099s** - all 1099s issued for the most recent tax year

- **Paystubs or wage statements** - two in a row from the past 2 months
- **Cash income records** - bank statements or payment apps like Zelle or Cash App from the past 3 months
- **Unemployment benefits letter** - must show you are currently getting benefits
- **Military, pension, or retirement benefits letter** - from the past 12 months and must show current enrollment
- **Social Security benefits letter for Retirement, Social Security Disability Insurance (SSDI), Survivor, and/or Family benefits** - from the past 12 months and must show current enrollment
- **Alimony letter** - from the past 12 months and must show current enrollment
- **Worker's compensation benefits letter** - from the past 12 months and must show current enrollment